



**Office of Traffic Safety
North Dakota Department of Transportation
608 East Boulevard Avenue
Bismarck, North Dakota 58505-0700
701-328-2601**

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North Dakota Highway Safety Plan



Introduction

The North Dakota Highway safety Plan (HSP) is a planning document, a federal grant request, and a state budget document. It is submitted by the Drivers License and Traffic Safety Division of the North Dakota Department of Transportation to the National Highway Traffic Safety Administration each year, and consists of a problem identification section and a problem solution plan section. Proposals are solicited from throughout the state in areas where traffic safety problems have been identified.

Traffic Safety Mission Statement

The mission of Traffic Safety is to reduce motor vehicle crashes on public roadways and the fatalities, injuries, and property damage associated with these crashes.

Problem Solution Plan (PSP) Areas.

Problem solution plans are the sections within the HSP that have been identified as the best methods to solve the identified traffic safety problems in North Dakota. Each PSP receives at least a portion of federal funds, and proposals are funded from throughout the state in each area. The PSP areas include:

Occupant Protection. Occupant protection devices must be accurately and consistently used if the fatality and injury rate is to decrease in the state. Occupant protection funds are used to develop public information and

education programs, coordinate programs with law enforcement, and provide behavior changing programs in high schools and work places.

Alcohol Countermeasures. The ultimate goal of the alcohol countermeasures program is to significantly reduce the number of alcohol-and drug-related crashes, fatalities and injuries reported on streets and highways each year. Funding provides for a youth alcohol and impaired driving prevention project, Campus programs, and Drugged Driving programs, and Parent Advocate programs.

Safe Communities. Traffic safety is addressed at the local level by community-based Safe Communities coalitions. Coalitions receive funding to solve local traffic safety problems through grass-roots efforts.

Summary of Traffic Safety Grant Process

Problem analysis is completed by the Drivers License and Traffic Safety Division. A state level analysis is completed for the Highway Safety Plan. Motor vehicle crash data, safety belt survey results and other data on traffic safety problems are analyzed. Program level analysis is included with the National Highway Traffic Safety Administration (NHTSA) priority areas. This data is directly linked to any proposed project for the coming year and is included in the project objectives.



Plan approval includes approval by the North Dakota Department of Transportation and NHTSA. Projects are funded for the federal fiscal year, which is October 1 through September 30.

Implementation of a project starts after necessary approvals are obtained and **both parties have signed the contract.**

Grant monitoring occurs throughout the year. While the project is operational there are reporting requirements placed on the grantee and monitoring requirements carried out by Drivers License and Traffic Safety staff.

Evaluation of the traffic safety impact is the final activity of this annual process. Project results help determine if the specific project should be continued, if this type of project should be encouraged, and in some cases, if related programs should be initiated.

Allowable and Unallowable Costs



ALLOWABLE COSTS FOR PROPOSED TRAFFIC SAFETY PROJECTS

Allowable costs are unique to each contract scope and budget proposal. Generally, the item must be related specifically to traffic safety or the proposed traffic safety project.

Travel costs related to the project and commodities under direct costs are usually allowable.

Travel

- A. Mileage
Mileage is reimbursed at the state rate.
- B. Meals and Lodging
Meals are reimbursed at the current state rate. Receipts for meals are not necessary. A lodging receipt must be furnished to be reimbursed for lodging expenses. The lodging receipt must show the amount and must be from a commercial place of lodging. The current reimbursement rate is not to exceed the state rate.

Generally, meals are reimbursed at the state rate.
- C. Other Travel Expenses
These may include such items as taxi fares, parking fees, and certain miscellaneous expenses. Receipts must be furnished for any item exceeding \$10.00.

Direct Costs

Commodities are those items approved for the project that are considered expendable goods.

UNALLOWABLE COSTS FOR PROPOSED TRAFFIC SAFETY PROJECTS

Generally, the following are considered non-allowable costs for traffic safety projects and programs.

1. Advertising time and space.
2. Purchase of office equipment.
3. Food.
4. Bad debts.
5. Contingencies.
6. Contributions and donations.
7. Entertainment.
8. Fines and penalties.
9. Interest and other financial costs.
10. Governor's expenses.
11. Legislative expenses.
12. Alcoholic beverages.
13. Fund raising and investment management costs.
14. Lobbying.
15. Under-recovery of costs under the grant management.
16. The planning and administrative costs of application, bid or proposal preparation.
17. Costs incurred before all parties have signed the contract.
18. Costs incurred after the last date covered by the contract.



Tips for a Successful Grant Application

1. Who can apply?

Usually, grants are awarded to governmental agencies (city, county, state) and non-profit organizations with a 501(c)(3) exemption that are involved in traffic safety issues.

2. What is the funding period?

Grants normally run from October 1 through September 0, which is the federal fiscal year. Generally, there is a three-year funding limit on any given project.

3. Follow Instructions.

Read all instructions carefully and follow them closely. If you have any questions call for technical assistance at (701) 328-2601.

4. Grant Application.

The "Grant Application for Participation in North Dakota Highway Safety Plan" must be signed by the proposed Project Director and Authorizing Official of the agency making application. The Authorizing Official of the applying agency will also be asked to sign the grant contract **after NDDOT approval is given.** The responsibilities of the Project Director include grant reporting responsibilities. Generally, the Project Director should be the individual who will be responsible

for the day-to-day management of the project activities.

5. Outline Format.

You must follow the format provided exactly. Include each item – do not skip or combine sections. Respond to each item as concisely as possible. Guidelines and instructions are provided for each section.

6. Using a Word Processor.

The cover sheet of the application must be the NDDOT form. The body of the application may be completed on a word processor, as long as the format is exactly the same as the grant application form.

7. Consistency.

Each section of the grant application should be consistent with other sections. The objectives stated on page 3 should be designed to correct the problems identified in Part 2 of the narration. The evaluation plan on page 4 should measure the effectiveness of the objectives on page 3. Budget items should be justified by their contribution to achieving the objectives and should be supported, at least indirectly, by the activities. **Internal consistency among the various sections is important.**



8. Items Not Eligible for Funding.

See Page 5.

Vehicles (including ambulances), vehicle and equipment maintenance, office furniture, mainframe computers, police officer uniforms and firearms, mass media advertising, food and alcohol/drug treatments costs are not eligible for funding. Equipment alone is usually not eligible for funding. It must be included as part of a total program. Office expenses are allowable within generally accepted accounting principles. See page 5 for a more complete listing of allowable and unallowable costs.

9. Safety Belt Policy.

To support the state and nation priority of increased safety belt use, all contracts require the use of safety belts during the contract period and require the use of safety belts during the contract period and require a safety belt use policy for entity receiving funds. A copy of the safety belt use policy must be submitted prior to incurring any project costs. All persons reimbursed with traffic safety funds are required to obey all traffic laws while on official business of the project.

10. Video Camera Policy.

If your proposal contains a request for a digital video camera(s) purchase, this request must be accompanied by a five year strategic plan that outlines how the new digital technology will be integrated with your agency's current technology. Items to consider when putting this plan together may include; scalability of new technology and current technology, system design, storage capabilities (current and future), and costs associated with each phase if upgrades will need to be made.

11. Submittal.

One signed copy of the grant application must be provided. See page 8 for deadlines for the grant application process.

Mail to:

Office of Traffic Safety
North Dakota Department of Transportation
608 East Boulevard Avenue
Bismarck, ND 58505-0700

12. Risk Management.

If your grant application is accepted, there are certain assurances that will generally need to be in place prior to funding. These may include a general liability insurance policy, workers compensation and automobile liability. Any government agency covered by the North Dakota Insurance Reserve Fund will meet the risk management requirements.



Highway Safety Planning Calendar

FEBRUARY

Child Passenger Safety Awareness Month

MAY

May Mobilization Safety belt Campaign

June

All proposals for Highway Safety Plan - due June 30

AUGUST/SEPTEMBER

Labor Day Impaired Driving Crackdown
End of Fiscal Year – September 30

OCTOBER

Beginning of new Fiscal Year – October 1

NOVEMBER

Final reports and vouchers due for all Traffic Safety Contracts – November 14

DECEMBER

Drunk and Drugged Driving (3D) Prevention Month

Grant Application Format and Guidelines



GRANT APPLICATION FORMAT AND GUIDELINES

If you use your own word processor, make sure you follow the format provided and use section titles as shown. Do not deviate from the format.

COVER SHEET

1. Organization's Name

This refers to the agency, organization, or government body that will hold the contract and be responsible for the fiscal management of the grant.

Examples: City of Rugby
North Dakota Safety Council

2. Project Coordinator (name and title)

The project coordinator is the person who will be responsible for the implementation of the program.

Examples: prevention coordinator, safe communities coordinator, social worker, etc.

3. Head of Agency (name and title) and Head of Agency Signature

List the person in charge of the agency, government body or organization who is authorized to sign contracts. That person should sign in the appropriate box.

Examples -- mayor, president of the County Commission, executive director, chief executive officer.

4. Contact Information includes PO Box, Street Address, City, Zip Code, Telephone, E-mail address and Fax number of the Organization and Project Coordinator.

5. Federal Employer ID Number:

This is a number every business is assigned by the Internal Revenue Service for tax purposes.

6. Fiscal Officer Name and Signature.

The fiscal officer is the person who is in charge of the agency's accounting or bookkeeping, and the person who will be filling out the reimbursement vouchers. The fiscal officer should sign in the appropriate box.

Examples: Auditor, Accountant, Bookkeeper, CPA, Chief Finance Officer

7. Safe Communities programs must have a coalition in place. The coalition must have a person designated as its chairman. For SAFE COMMUNITIES PROGRAMS ONLY, the following information must be provided in the appropriate boxes for the Safe Communities Coalition Chairman.

Name, Address, City, Zip Code, Telephone, E-mail address and Signature.



PAGE 2 – NARRATIVE

Additional pages may be added to any one, or all four, narrative sections of this proposal

Part 1: Organization and Community Description

Give general information in this section that would be pertinent to the proposal. First, provide a brief description of the area your project will serve – community, county, region, etc. Important information may include demographics, geography, economic information, etc.

Secondly, provide relevant information about your organization, such as the mission statement, the population served by the agency or organization, numbers of employees, how traffic safety programs will fit into the agency's overall mission.

Part 2: Problem Identification

In this section, you must state the problem or problems you are trying to impact or solve. Provide summary data regarding the problem as it exists within the community, county or region in which you will be working.

Example: Only 52% of the population in this county wears safety belts, according to the ND Statewide Safety Belt Survey. This is considerably lower than the state safety belt use rate.

Example: Alcohol-related crashes are at a five-year high in this county. There were 16 alcohol-related crashes this past year, compared to no more than 10 in each of the past five years. Eight of the nine fatalities resulting from these crashes were people under the age of 25. In a survey taken at the local high school, 67% of the students reported riding with a drunk driver at least once in the past 6 months and 50% of the youth report they consume alcohol on a regular basis. There is a direct correlation to youth alcohol consumption and alcohol-related fatalities to young adults.

Part 3: Project Description.

This section will describe what your project proposal is "in a nutshell". Be brief and to the point, but give enough information so the grant reviewers understand what it is you want to accomplish.

Example: Develop a community-based program that will address the issues of low safety belt use, high underage alcohol consumption rates and impaired driving. A coalition consisting of schools, law enforcement, community citizens, health care providers, media and local businesses will develop activities to reduce the problems identified in these areas of concern.



Part 4: Community Collaboration.

Provide a brief overview of any community collaboration that currently exists, and identify community partnerships that will need to be developed to address the problem.

Example:

We currently have a drug free schools committee that has developed a plan to reduce alcohol consumption among high school aged students. We intend to work closely with that committee, as well as develop partnerships with the local law enforcement agencies, churches, radio and television stations, and businesses.

OBJECTIVES:

Objectives are quantifiable products or outcomes. They are specific, measurable and time-framed. Objectives must address those problems identified in the NARRATIVE Part 2, and will result in the proposed activities. A project usually consists of no more than four objectives. More than that usually cannot be achieved during a project period.

Examples:

- ? To increase safety belt use from 52% to 60% by September 30.
- ? To reduce youth alcohol consumption from the current self-reported rate of 50% to 40% by the beginning of the next school year.

- ? To reduce the number of alcohol-related crashes from the 16 reported last year to 10 by year-end.

STRATEGIES:

Strategies are the steps, activities or tasks that are planned to achieve the objectives. A good plan should include WHAT will be done, WHEN it will be completed, and WHO (or what group of people) will see that it is accomplished.

Examples:

Strategy: Implement an underage identification program for beverage retailers.
Completion Date: Implemented by July 1.
Responsible Person/Position: Alcohol committee chairperson and committee members.

Strategy: Conduct a high-school safety belt campaign.
Completion Date: May 15
Responsible Person/Position: School counselor, Student Council, working with the Occupant Protection committee.

Strategy: Coordinate three sobriety checkpoints within the region
Completion Date: September 30
Responsible Person/Position: Alcohol committee, local law enforcement representatives on coalition.



EVALUATION

Each objective must be evaluated to determine it has been successful. Your evaluation plan should include WHAT will be evaluated, and then HOW it will be evaluated.

Example: Surveys will be taken throughout the county prior to the beginning of our safety belt campaign. Following the campaign, post-surveys will be taken to determine if the safety belt use rate was increased. In addition, surveys will be taken at the local high school to determine the success of the school campaign. Finally, the ND Statewide Safety Belt Survey will be reviewed to determine project success at yearend.

BUDGET FORM

All costs associated with this project should be recorded. Identify how the costs were determined for each item. Identify which item costs or partial costs will be paid for with grant dollars, with in-kind funds or donations, or with other funding, such as agency funds or other grants. In-kind donations are important, and should be included as part of the overall budget. Total all columns at the bottom of the budget chart.

Once the budget is completed, add all columns together to determine the entire project budget amount. Divide the total grant request column by the total project budget amount to determine what percent the requested grant amount is of the total project budget.

Example:

SALARY & FRINGE:

One half-time coordinator (50% FTE) @
\$12/hour X 1040 hours = \$12,480.00.

Grant Request -- \$10,000.00
Other Funds -- \$2,480.00

25% Fringe for employee taxes, paid time
off, & employee insurances = \$3,120.00

Grant Request -- \$1,000.00
Other Funds -- \$1,480.00

PROJECT MATERIALS:

Approximately 100 copies X .10/copy = \$10.00

In-Kind -- \$10.00
500 Posters = \$750.00
Grant Request -- \$500.00
Donations -- \$250.00



RESOLUTION AUTHORIZING EXECUTION OF GRANT AGREEMENT

A resolution is a statement made by the agency requesting the funds that its authorizing executive body (city or county commission or board of directors) authorizes the application for funding, and will accept the contract and funds, if awarded.

In the body of the resolution, fill in the "name of the organization or agency" and the "title of the authorized official" in the respective lines.

In the certification area, the name of the executive body and the name of the organization or agency must be filled in again, along with the date the resolution was made effective.

The authorized official must print and sign his/her name, along with his/her title and then date the resolution. Another person must

witness the signature by printing his/her name, signing and dating the form.

This form must accompany the grant application.

BASIC GUIDELINES AND REQUIREMENTS

This form is a checklist that explains certain requirements of the contract, should the grant be accepted. By reading each item, the project coordinator will have a better understanding of what will be required of him/her if the grant is accepted for funding. By signing and dating the form at the bottom of the page, the project coordinator is stating he/she understands the requirements and guidelines and will abide by them in fulfilling the project.

This form must accompany the grant application.